



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

237

January 8, 2024

REGIONAL MEMORANDUM

AD-2024- **26**

**HANDS-ON TRAINING ON PREPARATION AND
PROCESSING OF PAYROLL**

To: Schools Division Superintendent (Division of Biliran)
All Others Concerned

1. In view of the request of the Division of Biliran on the downloading of payroll system, the Schools Division Superintendent of the said division is requested to send two (2) Payroll Incharge, Human Resource Management Officer, and Information Technology Officer to a Hands-on Training on the Preparation and Processing of Payroll using the Foxprogram on **January 23-24, 2024** at the Administrative Division-Personnel Section Payroll Services, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte.
2. Board and lodging, travel, and other incidental expenses of the participants are chargeable against Division Local funds subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director 

Enclosure: None

Reference: Letter of Intent from the SDO

To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING HANDS-ON TRAINING PAYROLL SYSTEM

AD-PS-EDR

